HR App — End User Guide

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This guide helps end users (employees and HR staff) use the HR App. It is written for non-technical users and explains the common tasks you can perform.

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Getting started

The HR App is a web application used by HR and employees to manage employee profiles and leave requests.

If you were given a link to the app, open it in your web browser. The app works best in modern browsers (Chrome, Edge, Firefox, Safari).

Important: Your employee record must be created by HR before you can sign up. If HR has not created your record, you will not be able to sign up or log in.

Signing up and logging in

* Sign up
  1. Go to the Sign Up page.
  2. Enter the email address HR has on file for you.
  3. Choose a password and confirm it.
  4. Click “Sign Up”.
  5. If your employee record is present and not already signed up, you will be created and automatically logged in.
* Log in
  1. Go to the Login page.
  2. Enter your email and password.
  3. Click “Login”.

If you cannot sign up or log in, contact HR to confirm they added your record and that the email they entered matches the one you are using.

Employee user flows

* View and edit your profile
  1. After logging in, navigate to your dashboard.
  2. Your profile information (name, address, email, department) is visible.
  3. Click “Edit Profile” if you need to update any fields.
  4. Save changes when finished.
* Create a leave request
  1. Go to the “Create Leave Request” page.
  2. Choose the type of leave, start and end dates, and add a reason.
  3. Submit the request. It will appear in your list of requests.
* View leave requests
  1. Go to “Leave Requests” or “My Requests” in your dashboard.
  2. You can see request status (Pending, Approved, Rejected) and details.

HR user flows

* Add a new employee
  1. Log in using your HR account and go to the HR Dashboard.
  2. Click “Add Employee”.
  3. Fill in first name, last name, email, department, and other required fields.
  4. Click “Add Employee” to save. This creates a record that the employee can use to sign up.
* Edit employee details
  1. In the HR Dashboard, find the employee in the list.
  2. Click “Edit Employee Profile” to open the HR edit form.
  3. Update fields and click “Save”.
* Manage employee leave requests
  1. Click an employee’s “Manage Leave” button on the HR Dashboard.
  2. View the employee’s leave requests and change their status as appropriate (approve/reject).
  3. Save your changes.

Frequently asked questions (FAQ)

Q: I can’t sign up. What should I do? A: Confirm that HR has created an employee record with your email address. If they have, make sure you’re using that exact email when signing up.

Q: I forgot my password. A: This demo app may not include a password recovery flow. Contact HR or your admin to reset your password in the system.

Q: Are my passwords secure? A: This project is a demo and may store passwords in plain text for development. Do not use production passwords or sensitive information. In production, always use a secure authentication backend.

Troubleshooting and support

* If pages fail to load or the app can’t connect to the server, check your network connection or contact your IT/HR team.
* If data is missing or incorrect, contact HR so they can correct the employee record.

Support contact

If you’re still stuck, contact your HR or IT department with the following information:

* Your full name
* Your email address
* A description of the issue and any error messages you see

End of guide

If you want this file linked into the developer README or added to the app footer, I can add that next.